

Minutes

Jefferson County Commission

Thursday, February 6, 2020

A meeting of the Jefferson County Commission was held on Thursday, February 6, 2020 during the first quarterly session in the County Commission meeting room in the Old Charles Town Library located at 200 E. Washington Street, Charles Town, WV 25414. Present were Commissioners Josh Compton, Caleb Hudson, Ralph Lorenzetti, and Jane Tabb. Commissioner Noland was absent with notice. Also present were Stephanie Grove, County Administrator; Jessica Carroll, Executive Administrative Assistant; Jacqueline Shadle, Clerk of the County Commission; and Jim Eddy, Bailiff. (An audio tape of the Thursday, February 6, 2020 meeting is available through the Jefferson County Commission Office.)

PLEDGE OF ALLEGIANCE

Commissioner Tabb led the Pledge of Allegiance.

APPROVAL OF REQUISITIONS

Motion by Mr. Compton to approve the requisitions for February 6, 2020 in the amount of \$14,700.00 to include requisition nos. 20027. Motion seconded and unanimously approved.

APPROVAL OF ACCOUNTS PAYABLE

Motion by Mr. Compton to approve the Accounts Payable for February 6, 2020 in the amount of \$77,191.50. Motion seconded and unanimously approved.

APPROVAL OF MANUAL CHECKS

Motion by Mr. Lorenzetti to approve the Manual Checks for February 7, 2020 in the amount of \$510.47. Motion seconded and unanimously approved.

PUBLIC COMMENT

Public comment was made by the following individuals: Chris Staubs, Cynthia Rider, and David Tabb. Please refer to the archived meetings on the jeffersoncountywv.org website to listen to public comment.

PRESENTATIONS

1. Matthew Harvey, Prosecuting Attorney – requested a discussion regarding staffing needs and the hiring of a new employee.
 - **Motion by Ms. Tabb to approve the hire of Mikayla Dodson as a legal assistant at a salary of \$30,000.00, effective immediately.**
2. Pete Dougherty, Sheriff
 - a. COPS Hiring Grant
 - **Motion by Ms. Tabb to approve the submission of the COPS Hiring Grant application for five positions. Motion seconded and unanimously approved.**
 - b. Vehicle Disposition
 - **Motion by Ms. Tabb to approve the disposal of Sheriff’s Office vehicles as outlined. Motion seconded and unanimously approved.**
 - c. Bailiff/Trip Guard New Hires
 - **Motion by Ms. Tabb to approve the hiring of the following as part-time bailiffs/trip guards: James Dunn, Edward Hannon, Dale Gattschalk, Jack Jensen, Kristie Grona, Jessica Rolin, Isabella May, Cassie Johnson, and David Wampler. Motion seconded and unanimously approved.**
 - d. Reserve Appointments
 - **Motion by Mr. Compton to approve the appointments of the following Reserve applicants: Jason Busch, Derik Hough, Robert Rodriguez, Joshua Bloom, and Joel Keck. Motion seconded and unanimously approved.**
3. Wayne Bishop, Mayor, Town of Harpers Ferry – provided the Commission and the audience with an update on the status of infrastructure improvements, current projects in design, and the National Park Project Interface.

4. Jacki Shadle, Clerk of the County Commission – requested a budget revision for the Clerk of the County Commission’s Health Insurance budget line item.
 - **Motion by Ms. Tabb to take \$35,000.00 from the Contingency Fund to cover the budget revision for staffing in the County Clerk’s Office. Motion seconded and passes on a vote of 3-2 with Commissioners Noland and Hudson opposing.**
5. Lyn Goodwin, Interim Director, Jefferson County Development Authority – provided the Commission and the audience with a six-month update report on the happenings of the JCDA.
6. Roger Goodwin, Chief County Engineer
 - a. Presentation of Calendar Year 2019 Annual Report for the Office of Impact Fees
 - **Motion by Mr. Lorenzetti to accept the 2019 Annual Report for the Office of Impact Fees, as presented. Motion seconded and unanimously approved.**
 - **Motion by Ms. Noland to stay the annual inflationary adjustments to the impact fees. Motion seconded and fails on a vote of 2-3 with Mr. Lorenzetti, Mr. Compton, and Ms. Tabb opposing.**
 - b. Presentation of the FY2021 Capital Improvement Plan for the Office of Impact Fees
 - **Motion by Mr. Compton to approve the FY2021 Capital Improvement Plan for the Office of Impact Fees. Motion seconded and unanimously approved.**
7. Nathan Cochran, Assistant Prosecuting Attorney
 - Discussion of Jefferson County Civil Action #17-C-282
 - Discussion of Renewal of County Cable Franchise Agreement, resolution of franchise fee audit and related issues
 - Discussion of Jefferson County Circuit Court Civil Action#18-C-171
 - Discussion of EEOC Charge #533-2017-00706 & #533-2019-01397
 - Discussion of Jefferson County Circuit Court Civil Action #19-C-96
 - Discussion of WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282)
 - Discussion of Jefferson County Circuit Court Civil Action #19-AA-1

- Report by Counsel as previously assigned by Commission: creation of Jefferson County Fire Board, Jefferson County Emergency Ambulance Service Board, and organization of structure, financial issues, and matters related thereto
- Discussion of opioid case, potential litigation, and settlement issues with legal counsel – Jefferson County Commission v. Purdue Pharmaceutical, et al – US District Court, Northern District of West Virginia, Civil Action #1:17-OP-45170
 - **Motion by Ms. Tabb to enter into Executive Session to receive legal advice on the EEOC charges, WV Supreme Court #19-0412 (from Jefferson County Circuit Court Civil Action #17-C-282), and the opioid case, potential litigation and settlement issues with legal counsel. Motion seconded and unanimously approved.**
 - **Motion by Mr. Compton to come out of Executive Session. Motion seconded and unanimously approved.**
 - **Motion by Ms. Tabb to approve the attorney/client privileged documents as discussed in executive session. Motion seconded and unanimously approved.**

8. The Commission recessed for lunch

NEW BUSINESS

9. Legislative Updates

10. Approval of Bid/Contract for a vendor to conduct a broadband feasibility study funded by the Broadband Grant

- **Motion by Ms. Tabb to approve the contract with Design Nine for a Broadband Feasibility Study not to exceed \$45,000.00 pending legal review. Motion seconded and unanimously approved.**

11. Approval of Bid/Contract for Architectural consulting for the purpose of selecting a firm to design a new Courthouse Complex

- **Motion by Ms. Tabb to approve the contract with ZMM for the County Courthouse Complex Project for \$49,500.00, pending legal review. Motion seconded and passes on a vote of 3-1 with Commissioner Compton opposing.**

12. The Commission adjourned at 2:43 pm on a motion by Ms. Noland. Motion was seconded and unanimously approved.

Jane Tabb, PRESIDENT

Respectfully submitted
Jessica D. Carroll
Administrative Assistant

